Contract Management/Procurement

Procurement Overview

DII also staffs a full-time Contracts & Procurements Specialist to respond to customer and vendor questions on the procurement process.

Procurement Objectives

- Maximize the value obtained for information system project dollars by leveraging the combined purchasing power of the State and by directing and ensuring open and competitive technology acquisitions.
- Furnish customers with technical guidance and procedural assistance to ensure effective, legal, and defensible technology procurements.
- Maximize compatibility of the State's information resources.
- Optimize the technology procurement process through the development of multi-use procurement instruments.
- Acquire complete information technology solutions to provide the greatest benefit and best pricing for the State and the individual agencies and institutions.

Procurement Services

- Providing technical guidance and assistance to customer agencies, educational institutions, and governing authorities for the acquisition of computer and telecommunications technology
- Providing guidance and assistance to DII in the acquisition of infrastructure resources needed to implement and support this technology
- Providing procurement status information and access to RFP's in Word and Adobe format via the Internet
- Directing procurement projects, ensuring that technology acquisitions processed by DII comply with all requirements of state statute governing the acquisition of information technology
- Developing, deploying, and maintaining multi-use procurement instruments in appropriate categories of technology, to provide a mechanism for legal, cost-effective, and expedient technology procurements

- Developing strong protective contracts for IT acquisitions and assisting the customer in the monitoring and enforcement of these contracts, including mediation and resolution of contract issues
- Developing open and competitive specifications for technology procurements that meet the customers' business objectives, maximize competition, and protect the state legally and fiscally
- Performing contract monitoring and independent project assessments throughout the project to ensure the State's interests are protected

Purchasing Tools

Two major purchasing tools available for use by DII customers are Contract Products Lists (CPLs) and General RFPs. These tools are highlighted below.

CPL's - Commodity Product Lists

The CPL's are product lists compiled from evaluating proposals received in response to Requests for Proposals (RFPs) for such "commodity" items as microcomputers, servers and LAN components, printers, pagers, cellular telephone equipment, and two-way radio instruments. DII customers may make purchases from the CPL's up to a designated maximum dollar amount without any further involvement from DII. In addition, through a Planned Purchases Procedure, agencies and other entities which have submitted well-prepared technology plans can be authorized to make purchases from the CPL's up to the limit of the budget dollars specified in their plans.

General RFPs – Request for Proposals

General RFP's are responses to RFP's issued for hardware, software, and services that are higher cost, more complex, or less frequently needed than those on the CPL's. This would include items such as microcomputer equipment, peripherals, software, LAN hardware and software, and information systems consulting services. Each time a request is received that can be filled through the use of General RFP's, EPMO & DII staff can help evaluate the responses, getting updated information where necessary, and help pair the requestor with BGS to provide the requested products and/or services. The use of CPL's eliminates the need to prepare customized specifications and go through a separate RFP process for the majority of routine technology acquisitions. DII issues RFP's for CPL's as needed each

year, depending on the pace at which the technology changes, with updates between times as needed.

Technology Contracts-
http://dii.cms.vt.vdev.cdc.nicusa.com/sites/dii/files/DII Contract shell.doc

- **RFP/Contract Process**-
- http://dii.cms.vt.vdev.cdc.nicusa.com/sites/dii/files/Request For Proposal DII Checklist.doc
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